

OSDiscussions...

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EPP Vendor Fair 2003 and Conference a Big Success!



On October 8th, 2003, the Commonwealth of Massachusetts Operational Services Division (OSD) successfully hosted the 9th Annual Environmentally Preferable Products (EPPs) Vendor Fair and Conference at Worcester's Centrum Centre. For the 800+ registered participants, comprised mostly of state and local government staff, the event, titled, "Sustainable Purchasing: Common Cents for the Commonwealth", was an excellent opportunity to see over 100 exhibits of EPPs under one roof in one day. Featured products included less toxic cleaning products, organic fertilizers, non-chemical water treatment technologies, ecological landscaping products/services, plastic lumber furniture and playground equipment, waterless plumbing devices, ultra-low emission diesel fuel, compostable tableware, and much more.

This year's event specifically addressed the budget woes of many state and local governments by focusing on ways to save money through green purchasing. As a result, the slate of workshops featured such topics as, *Cutting Costs with Cutting Edge Products*, *Gain without Pain-Saving Money and Energy*, *Cleaning for Health with EPPs*, *Best Management Practices-Sustainability in Action*, *Green Renovations without Demolishing Your Budget*, to name just a few. Several models of electric and alternative fuel vehicles were on hand as well for a test drive, including a waterless street sweeper, already in use by one MA community.

Douglas Foy, Secretary of the Office for Commonwealth Development, impressed the audience with a luncheon keynote address that outlined his vision and goals for the upcoming term and recognized the outstanding EPP purchasing and sustainable practice efforts of those in attendance. In addition, six Sustainable Purchasing/Practices Awards were presented. The **City of Waltham** and **Sustainable Arlington** received Municipal Awards for their exceptional approach to EPP purchasing and comprehensive program of sustainable community planning and growth.



The **Bureau of State Office Buildings (BSB)** and **Department of Correction** both received Agency Awards: BSB for their expanded recycling program and recent introduction of EPP cleaning products to four state buildings and DOC for their unparalleled commitment to recycling and a multi-facility electric retrofit project that saved nearly \$1.5 million in less than one

year. Business Awards were presented to **Diversified Business Systems**, a Haverhill based printing company, and **Agresource, Inc.** for their leadership efforts in waste reduction and

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OSDiscussions on
the Internet!

www.mass.gov/osd
under News And
Updates

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AFFIRMATIVE MARKET PROGRAM 4th ANNUAL STATEWIDE FISCAL YEAR EVENT

On September 16th the AMP held its 4th Annual Fiscal Year Kick-Off Event at the Great Hall in the Statehouse. PFG Springfield and CQ Personnel sponsored this year's kick-off. The event was a great success, attended by well over 200 participants including representatives

from executive branch agencies, legislators, community leaders, and members of the minority and women-owned business community. The AMP Executive Director would like to take this opportunity to thank everyone who participated in this activity, as attendees and presenters alike.

Mr. Willie Brown from the Metropolitan District Commission did a great job as Master of Ceremonies. The Reverend Mary Bard-Elliott led the invocation and shared two songs that were truly inspiring. Three Legislators, State Senator Diane Wilkerson, State Senator Jarrett Barrios and State Representative Marie St. Fleur shared a message of commitment and encouragement. Other speakers on the agenda included the Director for the Department of Business and Technology, Barbara Berke, Chief Human Resource Officer for the Commonwealth, Ruth Bramson, and State Purchasing Agent, Philmore Anderson III. Fiscal Director for the Department of Business and Technology, Diana Jeong, spoke on the challenges and successes she has experienced as AMP Coordinator for her secretariat.

The agenda also featured a panel discussion led by the AMP Business Advisory Board. Presentations included:

- **Olympia Brescia**, CEO, Global Marketing & Communications - Overview of Board Initiatives
- **Janet Santa Anna**, President, The Resource Connection, Inc - How to do Business with State Entities
- **Gordon Thompson**, President, Westnet, Inc. - Business Development-Capacity Building for M/WBES
- **Elissa McCarthy**, CEO, City Lights Electrical Company, Inc.-Identifying Opportunities in Construction & Design Contracts
- **Indira Patel**, CEO, New England Office Supply - Approaches for Building Relationships with M/WBES
- **Pat Vacca**, Manager Corporate Accounts, New England Office Supply - Approaches to Marketing with State Entities
- **Sadie Burton-Goss**, President, Goss Associates - Quality Service-Performance Measures for M/WBES

The panel discussion ended with an enthusiastic question and answer period. Event pictures and copies of the Board's PowerPoint presentations can be found on the AMP's website at www.mass.gov/amp. If you have any questions on the Affirmative Market Program, please contact Monsi Quinones at 617-720-3149 or monserrate.quinones@state.ma.us



State Purchasing Agent Philmore Anderson III, addressing attendees at the 4th Annual FY'04 AMP Fiscal Year Kick Off Meeting held at the State House



Enhanced Comm-PASS Update - By Joan Matsumoto

The Enhanced Comm-PASS Project is underway and completion of the first major task is at hand. Specification Confirmation is the process by which OSD and BearingPoint ensure that the system is configured to support the procurement practices of all eligible public entities in Massachusetts. To this end, meetings have begun with representatives from agencies outside the executive branch, municipalities, public authorities, and public institutions of higher education to ensure their practices can be accommodated when the system opens in July 2004.

OSD would like to thank the following people for their diligence and dedication in conducting the primary review of Use Cases for the Enhanced Comm-PASS system on behalf of its future users:

Paul Miga (DOC) Contract Functions	Pamela Biagi (DOC) Contract Functions
Darcy Bens (DOC) Contract Functions	Pamela Gerrior (DOC) Contract Functions
Beverly Astley (DMH) Public Access Functions	Chuck Caron (DPH) Public Access Functions
Michael Evers (OSD) All Functions	Monica Synnott (OSD) All Functions
Michelle Bessler (OSD) All Functions	Nancy Byrne (MRC) Solicitation Functions

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Professional Services - Training - PMT Briefs - By

Brian Putnam

New OSD Contract Manager for Training Procurements:

Procurement Team Leader
Brian Putnam has assumed

responsibility for the management of contracts and procurements in the training area.

E-Learning Contract (ST3J501): This new service contract (MSA) will be in place in early November. The E-Learning PMT has completed the bid evaluation and the PTL is now in the process of completing the award, which includes preparation of an OSD Update. That OSD Update will have the contract information. So stay tuned.

Statewide Training and Organizational Contract (ST3J502): This contract was re-opened as RFR ST7J502A to allow additional vendors to submit bids, of which the PMT received a large number. The PMT has completed its initial evaluation and have begun to award contracts to additional vendors whose bids did not require clarification. Those contracts are now available for use in MMARS (MSA ST3J502). Some of the bids received needed clarification, which delayed their possible award. Once this is nearer to completion an OSD Update with updated information will be issued.

If any of the readers would like to contact me (PTL Brian Putnam) my direct phone number is (617) 720-3328 and my e-mail is brian.putnam@state.ma.us.

Facilities PMT Briefs - By Kristal Doherty

The Facilities PMT is well into a very busy new fiscal year with several projects in process and more to come. We welcome new members at anytime. The PMT only meets once a month for 2 hours and subgroups meet separately as needed to work on specific projects.

The PMT will be posting new RFRs for Building Materials & Supplies (**FAC27**) and Environmental Testing Services (**FAC30**) by early November. The PMT plans to award these new contracts in mid-to-late January 2004.

The PMT is currently working on a new RFR for Farm, Lawn, Garden and Outdoor Application products (**FAC24**) which will replace the existing contract (**FAC19**). The PMT will also begin work on a new Moving Services RFR in December or January.

The contracts for Hazardous Material & Medical Waste Collection and Disposal (**ST9J213A**) and Collection and Recycling of Fluorescent Lamps and Mercury-Containing Devices and Cathode Ray Tubes, Computers and Electronics (**FAC26**) have both been extended for another year. The Appliances Contract (**FAC12**) has expired with no remaining extensions. Appliances and air conditioners may be purchased through (**FAC02**) (**Building Materials**) and (**FAC28**) (**Industrial/Commercial Equipment & Supplies**). The PMT will determine whether a separate contract is necessary, and if so, will work on developing a new RFR sometime next year.

If you have questions on any of these contracts or suggestions for future Statewide contracts, please contact Kristal Doherty, Procurement Team Leader at kristal.doherty@osd.state.ma.us or Michelle Bessler, Deputy PTL michelle.bessler@osd.state.ma.us.

EPP Vendor Fair 2003Cont. from page 1



Attendees visit the Electric & Alternative Fuel Vehicles Booth

for offering added value services aimed at saving money for their customers.

This year several exhibitors offered some exceptional "Try before You Buy" pilot opportunities to attendees in which FREE products/ services will be provided. The recipients will be announced at a later date on the EPP Program

website (www.mass.gov/osd/enviro) and in the *EPP Buyer Update Newsletter*. In the meantime, visit the Vendor Fair Image Gallery to see pictures of the EPP Purchasing/Sustainable Practices Award winners and the overall event. Most workshop presentations are also available for downloading in the Materials section of the website.

The date scheduled for the 10th Annual Buy Recycled and EPPs Vendor Fair and Conference is Tuesday, October 26, 2004.

New RFR/Contract Project—Temporary Help Services - By Tess Francisco

The current Statewide Contract for Temporary Help Services (ST8J461) will be ending on June 30, 2004. Tess Francisco the Procurement Team Leader, wishes to thank all past and current PMT members who have made this contract so successful. Over the past five and a half years, the dollars spent on this contract have increased with a goodly portion of that increase due to use of the contract by cities, towns and non-executive agencies. At this time, the PTL is beginning work on the next RFR/contract for Temporary Help Services. Posting of the RFR is expected within the next six months. Most of the work will be done electronically, rather than in face-to-face meetings. If you wish to become involved as a member of this new PMT please contact Tess Francisco. Please include your name, phone number, name of department, position title and e-mail address. Tess' telephone is (617) 720-3135, and her e-mail address is tess.francisco@osd.state.ma.us

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Be sure to check out the next issue of OSDiscussions for an update on the **Comm-PASS Generation II** project!

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Looking for a Statewide Contract?

Try the OSD Current Statewide Contracts listing at www.mass.gov/osd & follow the links to the Current Statewide Contract site or

Search Comm-PASS
www.Comm-PASS.com

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The Operational Services Division works with BSOB to issue an RFR for Natural Gas - By James Ferri

Recently the Bureau of State Office Buildings (BSOB) converted One Ashburton Place from the use of steam to Natural Gas. This conversion has allowed the BSOB to install new infrastructure and capital improvements in the Government Center Complex. With this conversion, the bureau has the

ability to procure the supply of natural gas competitively.

A natural gas bill consists of two primary components: Supply and Distribution. The Supply side consists of the commodity natural gas and the transmission of natural gas through intrastate pipelines to the city gate. This portion of a natural gas bill can be bid competitively. The Distribution portion of the bill (moving gas from the city gate to your facility) will continue to be performed by your Local Distribution Company, such as Keyspan. Distribution rates are regulated by the Department of Telecommunications and Energy (DTE) and not subject to deregulation.

Working with OSD, BSOB has issued an RFR for Natural Gas for four buildings: The State House, The McCormack Building, The Hurley Building and The Lindemann Building. These buildings have a combined consumption of approximately 99,365 MMbtu. The RFR was issued on 09/19/03 and responses are due 10/30/03. Because the Bureau has some new accounts, in addition to saving on the actual cost of gas, the capacity assignment charge will be avoided and should lead to additional savings. The team has built in the flexibility to add additional accounts through negotiation with the awarded vendor.

Also, the Energy PMT is currently working on a Statewide RFR for Natural Gas to be issued later this fiscal year.

FY04 Fuel Commodity Index Pricing is available via the Internet

- Go to <http://www.mass.gov/osd>
- Click on Current Statewide Contracts
- Under Energy, Utilities and Fuels, Click on Contracts & Updates
- Click on **Energy Contracts Pricing Index for FY04**.
- Files are listed by Week Ending. Click on the Week Ending File you're interested in.

For additional information and/or any comments or suggestions, please contact James Ferri, Procurement Team Leader for Energy at 617-720-3168 or via email james.ferri@osd.state.ma.us

Free training related to Procuring under 801 CMR

21.00 available! - By Jeanne Campbell

We currently are offering three classes, check them out!

Ö Procurement 101 -The Basics: This class is for new and seasoned staff interested in an overview of procuring under 801 CMR 21.00.

Ö Incidental Purchasing and Other Procurement Exceptions: This class identifies the six procurement exceptions, how to document each one and provides an in-depth discussion of incidental purchasing.

Ö Guidelines to Writing a Request for Response: This class provides a comprehensive discussion of the 10 components required for procurement conducted under 801 CMR 21.00.

For more information about the classes you can send questions to jeanne.campbell@osd.state.ma.us



Email Communications with Bidders - By Bill

McAvoy, General Counsel

In today's increasingly electronic age and challenging fiscal times it makes sense to consider communicating with bidders during the

procurement process via email.

Some of the benefits of communicating with bidders via email are that it is more efficient, thereby saving time and money, including postage, copying and labor expenses, and may result in more expedited responses.

However, there are some issues that must be considered with regard to email correspondence with bidders, including claims from the bidder that they did not receive the email from the procurement team or that the bidder had sent an email that was not subsequently received by the team.

If your department plans to utilize electronic communication as part of the procurement process, you must ensure that these issues do not cause problems with or challenges to your procurement. OSD recommends including clear language in your solicitation document that spells out the following:

"It is the responsibility of the prospective bidder to keep the e-mail address of their RFR contact person/prospective Contract Manager

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New Developments for the HSP21 Medical/Surgical Contract and more - By Peter M. Sasso

During the past few months we have been conducting training throughout the Commonwealth introducing agencies to the new Medical and Surgical Commodity contract. This new HSP21 contract uses a Group Purchasing Organization to obtain pricing from awarded distributors. The Group Purchasing Organization which was selected by the Medical PMT was Health Services of New England (HSNE) from Quincy, MA. HSNE has a website that allows authorized contract users to view their catalog electronically, which will be a great source of information about product lines and pricing for the agencies. To view the website visit www.hsne.com, select on-line catalog and follow the prompt for assistance in getting authorized to view the site. If you have any problems with the website please contact Susan Mulvey at HSNE phone number (617) 774-6229 or via email at smulvey@hsne.com for assistance.

The Safety and Evacuation Catalog is being revised to include more supplies and commodities which are on contract. The booklet was reviewed by the Massachusetts Emergency Management Agency (MEMA) which offered suggestions of additional supplies that would be needed in an emergency situation. This booklet will include all this additional information and will be available electronically and in hard copy for all interested agencies.

These are a few of the new activities that the Medical PMT has been working on. If you are interested in joining the Medical or Laboratory PMT please call Peter Sasso at (617) 720-3307 or email me at peter.sasso@osd.state.ma.us. We are always interested in hearing your views and ideas about our Medical and Laboratory contracts.



Vehicles & Related Services PMT News Briefs

- By Ron Whitaker

The Vehicles & Related Services Procurement Management Team (VRSPMT) has been busy during the summer months. VRSPMT activities include:

Furnish & Delivery of Sodium Chloride (Road Salt) VEH40:

The VRSPMT requested a price decrease in June of 2003 but not all vendors met the requested 10% decrease requested. A decision was made to check the current status of the salt market. The VRSPMT went out to bid in August 2003 and held an On Line Bidding Event, which netted savings of \$940,000. As a result of the reverse auction prices, the VRSPMT decided to take the greater cost savings realized from the price decrease requested in June 2003. The total cost savings from the June request comes to \$1,251,000.

Boat, Parts and Supplies RFR VEH53: The PMT conducted meetings again in October 2003. Our efforts were fueled by new regulations, which will govern boating in FY2006. We are looking for Procurement Management Team members to work on the RFR. Please contact the Procurement Team Leader, Ron Whitaker if you are interested.

Liquid Calcium Chloride VEH47: This contract has been extended through August 31, 2004 with a modest increase of three cents per gallon.

Washed Sand VEH44 & VEH45: The contract has been renewed through August 31, 2004 with no increases for the second year. Cities and towns and eligible entities may contact the Contract Manager to utilize the contract.

Pre-Mixed Sodium & Calcium Chloride VEH43: The Team decided to pick up the option to renew and extended the contract through August 31, 2004 with no price increase.

Aluminum Sign, Blanks VEH50: The RFR has been issued with responses to the RFR due in late November. This contract will also include the Massachusetts Turnpike Authority (MTA).

Auto Plate Coiled Aluminum VEH51: The Commonwealth will be using the last free On Line Bidding Event/Reverse Auction available to the Commonwealth from Procuri Inc., the On Line Bidding vendor. The aluminum in this contract will be used to make license plates at the Department of Corrections (DOC). The RFR was prepared and posted to the Internet the last week in October.

Motor Oil, Re-Refined Antifreeze and Other Lubricants VEH18: This contract has been extended through August 16, 2004. The VRSPMT issues a special note of recognition to Antifreeze Technologies, Dennis K. Burke and Terresolve Technologies for their participation at the EPP Vendor Fair in Worcester. These vendors continue to demonstrate their dedication and commitment to the environment.

Bi-Fuel Vehicles, Gas & CNG & or Propane VEH29: The VRSPMT is pleased to announce that the contract has been extended through August 2004. It should also be noted that there was no price increase for 2004 vehicles.



Statewide Training And Resources (STAR) – The Greatest Show on Commonwealth Turf!

- By Bill Funk

Although we have nearly six months before STAR 2004 the STAR Procurement Management Team is busy planning, designing, coordinating, and mailing material to make STAR 2004 a great success. Once again this planning is being done with you in mind. You, the end users of our contracts, remain paramount in our minds. Based on the overwhelming interest in our diverse Education Workshop program last year we will again offer an exciting selection of sessions over the two days of STAR. Have suggestions?

Our schedule is worthy of mentioning to everyone - regardless of your department or discipline. Consider the following: continental breakfast, Sergeant Dan Clark (our renowned singing State Trooper) lunches, training sessions and over 275 exhibitors. Each day the event schedule will offer you and the exhibitors - your contractors, a great environment to network, consider new products, discuss services and better understand Statewide Contracts. Add to that the opportunity to interact with contract managers and management from the Operational Services Division (OSD), organizer of STAR and developer of all Statewide Contracts. Have questions or want to volunteer while at the event? Email william.funk@osd.state.ma.us

STAR 2004 will be held for two days at Worcester's Centrum Centre, April 27 & 28, 2004 from 8:30 AM to 2:30 PM. Participate in the variety of event give-aways, door prizes and contractor raffle prizes. For more information and to register visit the new STAR Website now at www.mass.gov/star

Passenger Vehicles & Light Duty Trucks VEH22:

The team is pleased to announce that the contract has been extended through September 27, 2004. In addition, there is no price increase for 2004 vehicles. The Procurement Team Leader would also like to acknowledge Liberty Chevrolet, GM and MHQ Vehicles for their attendance at the EPP Vendor Fair held in Worcester.

Light Duty Natural (CNG) Vehicles VEH38A (soon to be VEH54): Thanks to Manchester Honda for their attendance at the EPP Vendor Fair in Worcester.

If you are looking for an active role in making a difference in the statewide procurement process, then the VRSPMT is for you. You may contact the Procurement Team Leader, Ronald L. Whitaker at 617-720-3112 or via email at Ron.Whitaker@osd.state.ma.us Happy and safe driving!

New Solicitation Notification Services

Interested in automatic email notifications when a new solicitation matching your customizable profile is posted? Go to <http://www.Comm-PASS.com> and learn about the new Solicitation Notification Services available by subscription!

E-mail anyone at OSD by sending it to their first name.last name @osd.state.ma.us
A listing of OSD telephone numbers can be found at www.mass.gov/osd

Recent OSD Updates

(Copies of OSD Updates are available, listed by category and numerically, on the Internet at www.mass.gov/osd)

PMT	Statewide Contract(s)	Contract Number(s)	OSD Update	Action
Energy	Diesel Fuel	ENE09	02-19B	Contract Extension
Facilities	Carpet & Flooring Products, Recycled & Related Services	FAC25	04-04	New Contract
Groceries	Cleaning Products, Environmentally Pref	GRO16	04-05	New Contract
Hospital	Dental Supplies, Instruments & Equip.	HSP19	02-08A	Contract Extension
Hospital	Medical Equipment, Beds & Furnishings	HSP18	01-42A	Contract Extension
Information Tech.	IT Hardware PCs, Peripheral & Services	ITC05	00-04B	Contract Extension
Information Tech.	Premises Based Telecom Systems (PBX)	ITT11	02-15B	Contract Update
Office Supplies	Audiovisual Equipment, Supplies & Svcs	OFF04	99-6E	Contract Extension
Office Supplies	Digital Duplicating Equipment, Supplies and Service/Maintenance	OFF10	01-10B	Updated Pricing
Professional Svcs.	Emergency Standby Services	ESS01	04-07	New Contract
Professional Svcs.	Non-Financial Report Related Audit and Accounting Services	ST3H101	04-06	New Contract
Professional Svcs.	Supplementl Educational Services Provider List	03osere1	03-10A	Contract Extension & Contractor Updates

Enhanced Comm-PASS Update.....Cont. from page 2

Bob Guinto (DSS) All Functions
Debra Combra (OSD) Vendor Functions
Elaine LaMonica (OSD) Vendor Functions
Tom Nortz (ELD) Vendor Functions

Peter Sasso(OSD) All Functions
Deanne Daneau (DEP) Vendor Functions
Grace McLaughlin (OSD) Vendor Functions
Neil Petrocelli (ELD) Vendor Functions
William Sheridan (ELD) Vendor Functions

Some Public Purchaser features of the new configuration include:

- Document templates for creating solicitations
- Automated approval workflow for documents prior to Web-publication
- Functionality to support open- and rolling-enrollment contracts
- Document libraries for attaching standard forms

More information can be found under the News & Updates area of OSD's homepage at www.mass.gov/osd.

The Enhanced Comm-PASS Project is lead by Ellen Phillips, Deputy Purchasing Agent (ellen.phillips@osd.state.ma.us). The project manager is Joan Matsumoto, Director of eProcurement Systems (joan.matsumoto@osd.state.ma.us).

Email Communications with Bidders...Cont. from page 4

current and for monitoring their email inbox for communications from the PMT, including requests for clarification. The PMT and the Commonwealth assume no responsibility if a prospective bidder's e-mail address is not current, or if technical problems, including those with the bidder's computer, network or internet service provider (ISP), causes e-mail communications sent to/from the prospective bidder and the PMT to be lost or spammed."

Please feel free to contact me at (617) 720-3327 if you have any questions about the use of email in communicating with bidders in your solicitations.

Goodbye From OSD

Over the Summer OSD said goodbye to several of our staff members who elected to participate in the States Early Retirement Program. Those who are no longer with us are Kent Barkhouse, POS/Director of Audit; Joe Cronin, POS Auditor; Gerry Ostrer, PTL-Information Technology; Richard DiBiasio, Central Reprographics; and Bob Martin, Central Reprographics,

Farewell and good luck to each of you on your new endeavors!!!!!!

Medicine & Medical Services PMT Briefs - By Brian

Putnam

Maintenance and Repair of Medical and Lab Equipment (MED25 MSA ST4L491): The PMT has added 12 additional contractors to the contract, which started on July 1, 2003. The contract currently has 43 contractors. A new Contractor Information Sheet, Contractor Rate and Price Sheet, and Contractor Index has been published on Comm-PASS. The RFR was structured to allow for the adding of additional contractors. For the PMT to add a contractor: the contractor must be qualified; meet all the terms and conditions of the RFR; and a department must state that existing contractors cannot meet the department's need. Information about this contract can be found in OSD Update 03-22.

Influenza Vaccine for the 2003 - 2004 Flu Season (MED21):

Influenza vaccine may still be ordered from this contract, as the contractor Adventis Pasteur will continue to accept orders. Of

note, this season, seventy-two cities and towns have purchased their influenza vaccine from the contract OSD Update 03-15.

If you are interested in becoming a member of the Medicine and Medical Services PMT or if you have questions and/or comments on any of the above-mentioned contracts, please contact Brian Putnam, Procurement Team Leader at phone number (617) 720-3328 or via e-mail brian.putnam@state.ma.us.

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General comments about this newsletter can be directed to:

Suzanne.Pierre@osd.state.ma.us